

Dear prospective applicant,

Service & Training Administrator

Thank you for your interest in the vacant role of Service & Training Administrator at Nelson's Journey. Please find attached the recruitment pack.

In addition to this letter your recruitment pack includes: an application form; a job description; a person specification; a briefing note about Nelson's Journey; and our recruitment of ex-offenders policy.

I hope that you are interested in applying for the position and I look forward to receiving your completed application form by **7th March**.

Please also include with your completed application form a cover letter in which you can explain why you want to be appointed to this post.

We expect to interview shortlisted candidates on **14th March**. If you are shortlisted for interview we will contact you with further details regarding the interview process. Please note the successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

Thank you for the interest you have shown in Nelson's Journey.

Yours sincerely,



Simon Wright
Chief Executive Officer

Nelson's Journey

The Bradbury Building - Smiles House
The Octagon Business Park
Hospital Road
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Norwich
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